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E.C. # 2003

PROGRAM PLANNING
Handbook



FOR
RURAL YOUTH
GROUPS

Nebraska

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RURAL YOUTH
PROGRAM PLANNING HANDBOOK

By

T. H. Alexander

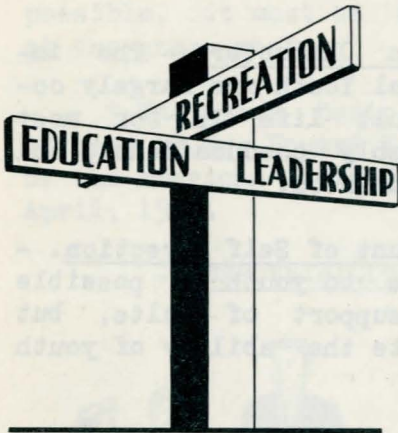
- INTRODUCTION -

An organization is no stronger than it's program, and good programs are not left to chance. They are the results of careful planning.

Interesting and stimulating programs for Rural Youth Groups require careful planning if they are to meet the wants and needs of the youth. Various activities must be planned and a multitude of resources must be utilized if an attractive program is to result.

A varied program is essential for maximum participation by rural young people. This means that all available and potential leadership among the young people must be utilized to the fullest extent. In addition to utilizing their own leadership, cooperation with other existing agencies is necessary, if a complete program is to be made available to the group.

- AIMS AND OBJECTS OF RURAL YOUTH -



The aims and objects of Rural Youth organizations, as stated in the State Constitution are:

1. To increase and improve the contacts, stimulate fellowship, and develop leadership among rural young men and women.

2. To encourage the discussion of topics among farm youth for their own develop-

ment and preparation as leaders in rural communities.

These may be further stated as follows:

1st - Education - Opportunities should be provided for young people to improve their standard of living through acquiring knowledge and skills in farming, homemaking and other vocations.

2nd - Recreation and Social Activities - Opportunities should be provided for young people to plan and participate in their own social and recreational activities.

3rd - Leadership - Opportunities should be provided for development of individual leadership through participation in group activities.

- PRINCIPLES FOR DEVELOPING THE PROGRAM -

Programs for Older Rural Youth Groups should be guided by the following principles.

1. Should be based on the Fundamental Needs of all Young People Living in Rural Areas. - Rural Youth cannot be served from an ivory tower or by professional adult workers who have lost touch with young people

because of their absorbing preoccupation with their own special interests.

2. Should be Coeducational in Character. - The interests and needs of Older Rural Youth are largely co-educational; furthermore, adult life is for most people intimately and inevitably coeducational, and older youth are approaching adulthood.

3. Should Allow a Maximum Amount of Self Direction. - No solid and permanent service to youth is possible without the leadership and support of adults, but adults frequently underestimate the ability of youth to take responsibility.

4. Should be Based on Adult Jobs & Responsibilities. - Young people are almost grown up and should be challenged by grown-up jobs. Social and recreational activities are indispensable for a balanced and attractive program, but older youths are young adults and are ready to roll up their sleeves to attack the fundamental problems of society. They should work on projects for better nutrition, home gardens, better libraries, enlarged health services, better schools, more competent local government, improved agricultural practices, more active churches and better recreation. They can have fun in beautifying the grounds of their community halls, churches, schools and in organizing community festivals.

5. Should be Based on the Ruralization of the Programs of Existing Agencies. - The potential contribution of many organizations, such as schools, churches, libraries, health services, cooperative organizations, etc., to rural life is not yet fully developed.

6. Should be Organized Primarily on the Neighborhood or Community Level. - Emphasis on the community should not preclude a provision for some type county, state and even national organization. However, if a program

for Older Rural Youth is to be realistic and an attempt is made to include as many young people as possible, it must be decentralized and work directly at the grass roots.

* The above basic principles were taken from an address by Dr. Howard Y. McClusky, Associate Director of the American Youth Commission, given at Ames, Iowa, April, 1941.

- RESPONSIBILITY FOR PROGRAM PLANNING -



The best and most successful programs are planned in advance. They are planned by the members and based upon the interests of the young people.

The responsibility for well planned programs, however, rests with the executive committee. This committee is usually composed of the officers of the organization, together with the chairmen of Program Committee, Membership Committee, Recreation Committee and any other standing committees. The sponsors and county agents may serve as ex-officio members of the executive committee.

The executive committee should meet as often as necessary to keep the program functioning in an orderly manner. This may be monthly, quarterly or semi-annually depending upon the needs of the group.

- GUIDE FOR DEVELOPING PROGRAMS -

The interests of the young people must first be found out before a successful program can be developed. This may be done by making a survey among the members to determine what they would like to have included in the way of education, recreation and community service

activities. This survey is often accomplished by making a list of suggested topics.

This list is mimeographed and a copy given to each member who checks the topics in which he or she is interested. These topics are then summarized and used by the executive committee as a basis for planning the year's activities.

- SUGGESTED EDUCATIONAL TOPICS -

Personal Development

- Social Etiquette
- Desirable Personality Traits
- How to Develop Personality
- How to Get Along with Others
- Ideal Boy and Girl Friends
- Clothes for Different Occasions (Style Show)
- Color and Design
- What to Look for in Buying
- Travelogues
- Book Reviews
- Music Appreciation
- Movie Reviews

Family Relations

- Qualities in a Mate
- Successful Marriage
- Family Finance
- Budgets
- Family Recreation
- Family Vacations
- How Much Money Should One have to Marry

Vocations

- Advantages of Farming as a Business
- Amount of Money Needed to Begin Farming
- Future in Farming
- What Type Farming is Suitable to My Farm

Vocations - (Continued)

Starting up in Farming - Tenants, Hired Hands,
Partnership
Qualifications for Non-Farm Jobs
Locating Jobs in a City
Why People Lose Their Jobs
Vocations for Women

Farm Practices and Production

Farm Credit
National Agricultural Policies
Farm Management and Records
Selecting and Buying a Farm
Improved Livestock Practices
Farmstead Arrangement
Building and Remodeling
R. E. A.
Soil Conservation
What Determines Prices
Balanced Farming
Adapted Crop Varieties
Artificial Insemination Cooperatives
Farmstead Beautification
Windbreaks

Home Phases

Home Accounts
Budgeting
Planning the Home
Convenient Kitchens
Refinishing Furniture
Floors and Their Treatment
Adequate Diets
Health in the Home

Community

Rural Community Problems
Rural Community Surveys

Community - (Continued)

Community Planning
Community Councils for Coordinating Programs
Development of Community Centers
Development of Rural Church Programs
Rural Schools
Roads
Communication Systems
Recreation Programs
Traveling Libraries
Making Farm Life More Attractive

Organizations

Farmer's Organizations
Cooperatives
Community Councils
Governmental Agencies
Parliamentary Procedure
Labor Unions

Safety and Crime Prevention

Highway Safety
First Aid
Juvenile Delinquency
Liquor Problem
Law Enforcement
Game Laws and Enforcement
Fire and Accident Prevention
F. B. I. Activities

Legal or Governmental

Taxes
Political Party Differences
Leases, Deeds, Notes
Duties of County Officials
Court Procedure
Rural School Districts
O. P. A.

Legal or Governmental - (Continued)

Highway Laws
Life Insurance
Health Insurance
Our Two-Party Political System and How It Operates
Peace Time Standing Army

Miscellaneous

Problems of Management and Capital
Conservation of Wild Life
Use of Leisure Time
Problems of Labor
Hobbies

- SUGGESTED RECREATIONAL ACTIVITIES -

Parties for special occasions - Halloween, Valentine, April Fool
Parties - Hay rack rides, skating, theater, swimming
Group Games - Get acquainted games, mental games, action games, relays, games of skill, musical games
Dancing - Folk dancing, social dancing
Tours - To places of historic or scenic interests
Picnics - Steak fries, hikes, camp fires
Socials - Box, pie, sack, shadow, candy pulls
Athletics - Soft ball, volley ball, archery, horse shoes, ping pong
Camps - Overnight county or district, state, national
Handicraft - Leather work, making games, plastics, puzzles, carving, painting

- SUGGESTED COMMUNITY ACTIVITIES -

Organize a council to coordinate and plan community activities
Sponsor 4-H banquets
Supply talent for local community groups
Conduct a first aid course
Sponsor or help with county shows, fairs and contests

- SUGGESTED COMMUNITY ACTIVITIES -
(Continued)

Supply leadership for recreation
Sponsor series of community forums
Attend budget hearing of county commissioners
Sponsor sport festival
Sponsor a community recreation center
Conduct community survey and sponsor needed improvements
Landscape local community center grounds
Sponsor purchase of movie projector for use in community
Sponsor purchase of record player for use in recreation
Sponsor inter-county meetings

- BALANCING THE ORGANIZATION BUDGET -

1. One and three act plays
2. Box social
3. Rummage sale
4. Minstrel show
5. Refreshment booths at county fair
6. Ice cream festival
7. Bingo party
8. Dances
9. Skating parties
10. Serving banquets

- WAYS OF PRESENTING IDEAS AND MATERIAL -

Meetings may be kept varied and interesting by utilizing various methods of presenting ideas. Some of these are:

Speakers
Discussion Groups
Moving Pictures
Slides
Tours
Transcription of Talks on Current Problems,
followed by Group Discussion

Radio, with Discussion
Debates
Book Reviews
Panel Discussion
Demonstrations

The following pages indicate how a simple form may be utilized in planning a program. This form may be used at Program Planning meetings by listing the dates of the various meetings, then deciding upon the type of meeting and topics to be discussed. Finally the various committees for each meeting such as Program, Recreation, Refreshment and any others may be set up by selecting various members to serve on the committees. Every member should be given the responsibility to serve on various committees sometime during the year since this helps build up the feeling of belonging to the group.

The program may then be made up into an attractive year book which may be furnished to each member of the group.

A little time and thought spent in planning the program in detail will do much to make interesting meetings and will save time throughout the year.

Blank copies of this form may be obtained by contacting your county agent or writing to the State Rural Youth Office, Extension Service, College of Agriculture, Lincoln, Nebraska.

[illegible]

PROGRAM PLANNING WORKSHEET

Date	Type and Topic of Meeting	Committees	
Sept. 16	Installation of Officers	<u>Program</u>	Comm. (Mary Jones (Harry Peters (June Anderson
		<u>Recreation</u>	Comm. (Jane Johnson (Pete Lewis (Audrey James
		<u>Refreshment</u>	Comm. (Marie Doe (John Henry
	Program Planning	<u>Program</u>	Comm. (Henry Doe (Jim Jackson
		<u>Recreation</u>	Comm. (Helen Adams (Dick Johnson
		<u>Refreshment</u>	Comm. (Ruth Jones (Louise Peters
Oct. 7	Community Plan- ning Discussion	<u>Program</u>	Comm. (Henry Doe (Jim Jackson
		<u>Recreation</u>	Comm. (Helen Adams (Dick Johnson
		<u>Refreshment</u>	Comm. (Ruth Jones (Louise Peters
	Halloween Party	<u>Recreation</u>	Comm. (Florence Wagner (Jane Johnson (June Anderson
		<u>Refreshment</u>	Comm. (Earl Swanson (Lois Peterson (Janice Henderson
Nov. 18	United Nation's Organization	<u>Program</u>	Comm. (Florence Wagner (Jane Johnson (Dick Johnson
		<u>Recreation</u>	Comm. (Helen Adams (Jim Adams (Henry Doe
		<u>Refreshment</u>	Comm. (Pete Lewis (Mary Jones (June Anderson
	Christmas Party	<u>Recreation</u>	Comm. (Ted Miller (Miram Babcock (Earl Swanson
		<u>Refreshment</u>	Comm. (Marie Doe (John Henry (Audrey James

Program helps in the form of bulletins, discussion material, films, slides and speakers, may be obtained from the various state and federal agencies. Some of these and the type of help available are listed below:

Many of these may be contacted through your local Extension Office, others by writing directly to the organization.

Agricultural Extension Service, College of Agriculture, Lincoln, Nebraska

Agricultural and Home Economic Circulars and Bulletins

Research Information

Speakers

Films, Stillfilms, Slides

Discussion Material

Recreation Material

Extension Division, University of Nebraska, Lincoln, Nebraska

Speakers

Night Class Instructors

Correspondence Courses

Films

Stillfilms

Slides

Nebraska State Public Library Commission, State House, Lincoln, Nebraska

Loaning Service on Books

State Department of Public Instruction, State House, Lincoln, Nebraska

Veteran Training Information

State Board of Vocational Education, State House,
Lincoln, Nebraska

Young Farmer and Homemaking Classes
Vocational Guidance Information and Speakers

State Health Department, State House, Lincoln, Nebraska

Speakers
Discussion Material
Workshop Assistance
Films

State Department of Agriculture, State House, Lincoln,
Nebraska

Speakers
Films
Slides
Seed Analysis Service
Information on Rules and Regulations

State Highway Patrol, State House, Lincoln, Nebraska

Discussion Material
Speakers
Films

Game, Forestation & Parks Commission, State House,
Lincoln, Nebraska

Speakers
Films
Discussion Material

U. S. Employment Service, 1220 N Street, Lincoln,
Nebraska

Labor Statistics
Veteran Placement Information
Films

Farm Security Administration, 1220 N Street, Lincoln, Nebraska

Discussion Material and Information on Farm Ownership

Farm Loans

Soil Conservation Service, Extension Conservationist, College of Agriculture, Lincoln, Nebraska

Discussion Material

Visual Aid

Federal Land Bank, Omaha, Nebraska

Discussion Material and Information on Purchasing a Farm

Production & Marketing Administration, Terminal Bldg. Lincoln, Nebraska

Information and Discussion Material on Federal Agricultural Policies

Bureau of Agricultural Economics, 1220 N Street, Lincoln, Nebraska

Bulletins

Statistics

Reports

Division of Agricultural Statistics, Post Office Bldg., Lincoln, Nebraska

Crop & Livestock Statistics, State and County

Bureau of Internal Revenue, Omaha, Nebraska

Income Tax Information

Federal Bureau of Investigation, Omaha, Nebraska

Information & Discussion Material
Films

Veterans Administration, Sharp Bldg., Lincoln, Nebraska

Information for Veterans

Nebraska Farm Bureau Federation, Federal Security Bldg.,
Lincoln, Nebraska

State Grange, Merna, Nebraska

Farmer's Union, Omaha, Nebraska

Speakers

Discussion Material and Information on -
Farmer's Organizations
Farm Service
Cooperatives

Consumers Cooperative Association, Kansas City, Mo.

Information and Discussion Material on Cooperatives
Films

- SPECIAL INTEREST GROUPS -

Special groups including only those interested in specific problems may be organized. They may be set up on an evening school basis with the cooperation of the Vocational Education Department of the local schools. Where these are not available, other technically trained men and women may be utilized to instruct these groups. These meetings of the special interest groups should not conflict with the regular Rural Youth meetings and should be scheduled during the slack season of the year.

- UTILIZING LOCAL RESOURCES -

Rural Youth groups often fail to make full use of their local resources. In every community there are

local leaders that have talent which is available for worthwhile programs. The following example indicates how local people can be used in discussing topics of interest to young people.

The County Agent - Community Program Planning
The Home Agent - Local Health & Nutrition Problems
A Minister - The place of the Church in the Rural Community
County Attorney - Our Courts and How They Operate
A Doctor - The War against Syphilis
A Banker - Wise Use of Credit
County Superintendent - Are our Rural Schools Doing the Job?
A Business or Professional Man - Qualification for My Job.

This list could be extended to include many other local business and professional men and women in the community. Opportunity for discussion should be given at each meeting.

Many outstanding programs are put on by the members themselves without any outside talent. These must be well planned and will prove interesting to the group, besides providing an opportunity for the members to use their own talent and resources. Methods such as these have proven successful.

Topic - Improving One's Personality

Method - One member was chosen to lead the discussion. At the meeting each member present named two personality traits that he liked best in his friends. These were listed on a blackboard and the five or six that were mentioned most often were then discussed by the group. Discussion was centered on how to develop these traits.

Topic - The Recreation Program We Want for our Community

Method - A committee of three or four members met before the meeting and planned the program. This included making a survey of the local community listing the available recreation facilities, community centers, organizations already working on recreation, recreation leaders and other pertinent facts concerning the community and its recreational problem. These facts are then presented to the group and used as a basis for discussion and for planning a recreational program.

Debates, Panel Discussion, group discussions, demonstrations, talk fests are other methods that the members may find valuable in presenting ideas and developing programs.

- NEW MEMBERS -

Any organization must continually seek new members if it is to survive and grow. This is especially true of a rural youth group where the turnover in membership is rapid. New members contribute new ideas, and new leadership which are both necessary for the life of any organization.

Many groups hold a Senior Rush Party or Banquet at which time the Rural High School Seniors are invited to attend and become acquainted with the group. These are then invited to become members upon graduation from high school. Other groups hold picnics or steak fries for new members. These special meetings do a lot to build up the membership, however, personal invitations throughout the year is one of the most effective methods of increasing membership.

Getting new members is one thing, interesting them in the organization and its program is another.

As we plan the years program let us not forget to make full use of the many physical facilities that are available such as Libraries, Schools, Museums, Art Galleries, Scenic and Historical Spots, Public Parks, etc. Demonstration meetings of various farm and home practices such as Pure Seed or Variety Test Plats, Soil Conservation Practices, Septic Tank Demonstrations, Kitchen Clinics, etc. should add interest and variety to the programs.

Acknowledgement

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